



EMPLOYMENT OPPORTUNITY

LIBRARY AIDE (Hourly)

Recruitment Number: 05-125

Salary: \$8.77 - \$10.66 hourly

FILING DEADLINE: 5 PM, TUESDAY, MAY 31, 2005

POSITION SUMMARY

The current vacancy is at the South Chula Vista Library (Circulation Division). The Library Aide position will: charge and discharge library materials; update patron records using the computerized circulation system and perform the shelving of books and other non-technical library work in support of library operations; and perform other duties as assigned. **Note:** Must be willing to work evenings, weekends and holidays.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: Perform routine shelving of library books and materials; charge and discharge library materials; update patron records using the computerized circulation system; perform standard filing of library materials; store and shelve periodicals, videos and CD's; maintain library stack area in correct call number order; unpack and pack deliveries of library materials; perform routine shifting of materials when necessary; check and process newspapers; empty book drops; clear library materials from tables and return them to their proper areas; use photocopier, online public access catalogs and other equipment as needed; assist guests where indicated; keep simple statistics for library operations; build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer services, and perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience – Any combination of training and experience equivalent to: Completion of the twelfth grade. Note: This is an entry-level position, training will be provided as needed.

Knowledge, Skills and Abilities – Knowledge of: standard procedures, terminology and practices related to filing and retrieving books on shelves and other library materials; standard office practices; Ability to: effectively communicate with the public and staff; establish and maintain cooperative relationships with those contacted in the course of work including library guests and staff; learn, explain and apply rules and regulations related to assigned work activities; read, write and follow both oral and written instructions; work with a culturally diverse public in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis, reach and extend arms above the shoulder to retrieve and file books on shelves; bend, stoop, crouch, stand and stretch to grasp books and materials off shelves and cabinets; lift a minimum of twenty pounds; push heavily loaded book trucks weighing up to forty pounds; use a step stool to reach higher shelves; respond to the public in person or over a telephone; must be able to work evenings, weekends and holidays.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

Note: Part-time/temporary employees participate in the Public Agency Retirement System (PARS). This is in lieu of PERS or Social Security (although employees do contribute to Medicare). The City and the Employee each contribute 3.75% of the employee's salary to the PARS.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.ci.chula-vista.ca.us • Job Hotline: (619) 691-5095

Assigned Staff: Mary Thigpen, (619) 585-5663 mthigpen@ci.chula-vista.ca.us Published 05/16/05

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